

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Annjanette Kremer			JOB NUMBER (JN) 102169C	CONTROL SECTION (CS) 84915
DESCRIPTION IF NO JN/CS Southwest Region of ITS Concept of Operations and design of CCTV, DMS, Traffic Detection, RWIS, and communications.				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input checked="" type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input checked="" type="checkbox"/> Prequalified Services – See page 2 of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 6	PROPOSAL/BID DUE DATE 6/10/08	TIME DUE 4:00pm
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Annjanette Kremer, Traffic & Safety Engineer
MDOT - Marshall TSC
15300 W. Michigan Ave
Marshall, MI 49068

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

SCOPE OF SERVICE FOR DESIGN SERVICES Intelligent Transportation Systems (ITS)

CONTROL SECTION: 84915

JOB NUMBER: 102169

PROJECT LOCATION: The infrastructure portion of this project is on I-94 and extends from the US-131 to the Calhoun/Jackson County line in the Southwest Region. There is also a portion of this project located on I-69 at the interchange of I-94. A Region Concept of Operations (CON OPS) will be required for all counties in the Southwest Region (Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph and Van Buren Counties).

WORK DESCRIPTION:

The scope of services for this project has two (2) parts. Part 1 is the Region Concept of Operations, (detail description below). Part 2 is design of first installation along I-94 in Calhoun and Kalamazoo County, (detail description on page 2).

Part I

Provide a proposed Concept of Operations (COO), based upon the results of Part I, and implementation plan for an Intelligent Transportation System (ITS) for the Southwest Region (Allegan, St Joseph, Kalamazoo, Cass, Van Buren, Berrien, Calhoun, Barry and Branch Counties.). The Southwest Region ITS implementation plan shall be compatible with the Southwest regions ITS Architecture being developed.

This COO will provide individual projects that can be implemented in stages, as funding and/or opportunity becomes available. The proposed master design and implementation plan will include the project that is to be designed and will tie the future projects together into a master system.

Work involved in the design of the project consists of all items related to the design of an ITS for the Southwest Region, coordinated with the City of Battle Creek, adjacent MDOT Regions, and other potential stakeholders. Some of the areas of particular interest for the Southwest Region ITS include monitoring and controlling traffic operations (day-to-day and work zone), communicating with motorists and responding to weather. The system shall include but is not limited to Dynamic Message System (DMS) boards, Closed Circuit Television (CCTV) Cameras, Road Weather Information System (RWIS), Permanent Traffic Recorders (PTRs), Weigh in Motion detection (WIMs), vehicle detectors and communications infrastructure. This portion of the contract will have final deliverables due two (2) months after final construction acceptance of MDOT.

Part II

Part II of this project includes the preliminary engineering design for plans and specifications for Job Number 102169 that is the first stage of installation of ITS in the Southwest Region.

Scheduled Letting Date: June 4, 2010

Installation of four (4) permanent Dynamic Message System (DMS) boards, one (1) Road Weather Information System (RWIS), Seventeen (17) Closed Circuit Television (CCTV) camera, Passive Traffic Sensors (PTS) and communications infrastructure and related hardware that will interface with all of the existing ITS monitoring software and equipment at the following locations:

- DMS - 1. WB I-94 east of I-69
- 2. EB I-94 west of I-69
- 3. NB I-69 south of I-94
- 4. SB I-69 north of I-94

RWIS - I-94 near the Calhoun/Jackson County line

CCTV - Seventeen locations from US-131 to I-69 (72MM to 110MM)

PTS - Locations to be determined, within the limits of US-131 to I-69 (72MM to 110MM)

PRIMARY PREQUALIFICATION CLASSIFICATION:

Intelligent Transportation Systems

SECONDARY PREQUALIFICATION CLASSIFICATION:

Geotechnical Engineering Service
Maintaining Traffic Plans and Provisions
Road Design Survey

ANTICIPATED START DATE: November 5, 2008

ANTICIPATED COMPLETION DATE: August 4, 2010

MDOT PROJECT MANAGER:

Annjanette Kremer, P.E.
Michigan Department of Transportation
15300 W. Michigan Avenue
Marshall, MI, 49068
Email: kremera@michigan.gov
Tel: (269) 789-0592
Fax: (269) 789-0936

In addition to serving as the project manager, Angie Kremer will also coordinate work in Calhoun, Barry and Branch County.

MDOT Southwest Region Technical Advisor:

David Van Stensel, P.E.

Michigan Department of Transportation

Southwest Region Office

1501 East Kilgore Road

Kalamazoo, MI 49001

Email: vanstenseld@michigan.gov

Tel: (269) 337-3967

Fax: (269) 337-3909

DBE REQUIREMENT: 0%

The Consultant shall contact the Project Manager prior to beginning any work on the project.

The project manager shall be an engineer licensed in the State of Michigan with relevant experience in ITS systems engineering and design services. The project manager shall be an employee of the primary consulting firm responding to the RFP and not a sub consultant or Consultant.

CONSTRUCTION COST:

The estimated cost of construction for the following items is: **\$2,300,00.00**

Installation of four (4) permanent Dynamic Message System (DMS) boards, one (1) Road Weather Information System (RWIS), Seventeen (17) Closed Circuit Television (CCTV) camera, Passive Traffic Sensors (PTS) and communications infrastructure and related hardware that will interface with all of the existing ITS monitoring software and equipment at the following locations:

- DMS - 1. WB I-94 east of I-69
- 2. EB I-94 west of I-69
- 3. NB I-69 south of I-94
- 4. SB I-69 north of I-94

RWIS - I-94 near the Calhoun/Jackson County line

CCTV – Seventeen locations from US-131 to I-69 (72MM to 110MM)

PTS – Locations to be determined, within the limits of US-131 to I-69 (72MM to 110MM)

REAL ESTATE:

The estimated cost of Real Estate is: **\$0**

The above construction total is the amount of funding programmed for construction projects at this time. The Consultant is expected to design the project within the programmed amount.

If at any time the estimated cost of construction varies by more than 5% of the current programmed amount, the Consultant will be required to submit a letter to the MDOT Project Engineer Manager justifying the changes in the construction cost estimate.

REQUIRED MDOT GUIDELINES AND STANDARDS

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.). Work shall also conform to the applicable specifications and Federal guidelines with regard to placing underground and overhead communications devices, such as those specified herein.

Consultant is required to use MDOT's current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. Consultant shall comply with all MDOT CADD standards and file naming conventions.

If there are any major deviations from the original scope of this project, these changes must be documented and jointly approved by the Consultant and MDOT.

CONSULTANT RESPONSIBILITIES:

This project shall utilize equipment and facilities already in the project locations to the maximum extent possible.

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.). Work shall also conform to the applicable specifications and Federal guidelines with regard to placing underground and overhead communications devices, such as those specified herein.

The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the MDOT), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the MDOT consistent with applicable professional standards.

The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The consultant staff shall conduct themselves with professionalism in carrying out their duties.

The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

At the request of the MDOT, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein that may be required by the MDOT to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the MDOT to furnish information to the Consultant upon which to proceed with further Services.

All materials submitted in response to this RFP will become the property of MDOT. Proposals and supporting materials will not be returned to consultants.

Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, utility conflict resolution, local agency meetings, etc.

Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.

If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA). The Consultant shall be required to prepare and submit a critical path network for review and use for preparing the progress schedule for the project.

The Consultant representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Manager within two days of the meeting. The Consultant shall also distribute the minutes to all meeting attendees. MDOT will provide and distribute official meeting minutes for the Plan Review Meeting.

Attend any project-related meetings as directed by the MDOT Project Manager.

The MDOT Project Manager shall be the official MDOT contact person for the Consultant and shall be made aware of all communications regarding this project. The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.

The Consultant shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.

The Consultant shall determine all potential utility conflicts with the proposed facility placement. The Consultant shall also, define solutions to the various utility conflicts and have them reviewed by MDOT before they are designed and placed on the construction plans.

The Consultant is also responsible for determining the availability of electric service to the proposed facilities at the locations described previously. Any potential problems with utility electric service shall be brought to MDOT's attention as soon as they are known.

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager. MDOT ITS special provisions are located on the following website:

<http://www.michiganits.com>

All plans, specifications, and other project related items are subject to review and approval by MDOT.

CONSULTANT RESPONSIBILITIES:

Complete a design of this project including, but not limited to the following:

1. Concept of Operations:

- 1) Identify and document opportunities to connect local agencies (City of Battle Creek, Calhoun County, Marshall) to the Southwest ITS Virtual Transportation Management System, including data communications leveraging existing infrastructure owned by MDOT or local agencies. The opportunity to utilize the Battle Creek Traffic Management Center's fiber needs to be addressed.
- 2) The consultant is responsible for developing a Concept of Operations, (COO) that will include all 9 counties in the Southwest Region. (Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph and Van Buren Counties). COO must also be compatible with national ITS standards and Information Technology (IT) industry standards.
- 3) The COO will utilize the Southwest Regional ITS Deployment plan and address the interconnectivity with regional stakeholders, statewide ITS centers and ATMS software.
- 4) The COO will include review with key stakeholders including Michigan State Police, county sheriff and road commissions, select cities' agencies, and other MDOT offices. Stakeholder input and review meetings shall be scheduled within each of the three TSC areas. The Marshall TSC area meetings and initial draft shall be completed prior to conceptual design.
- 5) The consultant will develop and execute a series of training courses for MDOT employees and key stakeholders involved in the project, will attend ITS training courses to educate these agencies on the key components of a corridor ITS plan, including system components and architecture required to achieve the desired functioning of the ITS system. Training courses will provide the parallel knowledge needed by both agencies to coordinate in the development of the most effective and efficient system possible. Training handouts provide to attendees and training video taped with 10 copies on DVDs provide to Project manager rights for MDOT to make future copies.

2. Conceptual/Functional Design:

- 1) Provide conceptual layouts for each segment on I-94 and I-69.
- 2) The conceptual design includes functional requirements, bandwidth calculations, conceptual layouts of ITS devices, preliminary line of sight surveys, communications alternative recommendations, and a detailed preliminary cost estimate.
- 3) Design must be compatible with national ITS standards and Information Technology (IT) industry standards, and ATMS.

3. Detailed Design:

- 1) Perform required design and functional technical specification writing to expand the ITS facilities in the project area. The proposed facilities shall include (4) DMS's at the I-94/I-69 junction, (17) Closed Circuit Television (CCTV) camera locations from US-131 to I-69 (72MM to 110MM), (1) Road Weather Information System near the Calhoun/Jackson county line, and passive traffic sensors and communications infrastructure that will interface with all of the existing ITS monitoring software and equipment. This includes the Battle Creek Traffic Management Center.
- 2) Compute and verify all plan quantities for the bid package which will include a breakdown for each corridor.
- 3) Prepare staging plans and special provisions for maintaining traffic during construction on each corridor. This will require the use of MDOT's Southwest Region's Special Provision for Maintaining Traffic.
- 4) Provide solutions to any unique problems that may arise during the design of this project.
- 5) Provide bandwidth evaluation relative to the communications (permanent and temporary) to the Southwest ITS Virtual Transportation Management System to service the ITS field devices in the study areas.
- 6) The consultant will contact all utility companies thru mailings to determine possible conflicts and incorporate the results from their investigation into their proposal.
- 7) Prepare and incorporate all documents for E-Proposal Submittal.
- 8) The final design includes geotechnical information, site selection for all devices, line of sight surveys as appropriate, and complete plans, specifications and estimate for both construction and integration procurement.

4. Post-Design:

- 1) The consultant will develop component and acceptance tests and work with MDOT to perform all tests.
- 2) The consultant will be required to write a complete lessons learned report at the finalization of construction.
- 3) The consultant is responsible for system manager services throughout the implementation phase through final acceptance, including technical review of submittals from both the installation contractor and integration consultant, schedule monitoring, and technical support through the implementation phase.

P/PMS Tasks

- 1) P/PMS TASK 3360 - PREPARE BASE PLANS
- 2) P/PMS TASK 3390 - DEVELOP THE CONSTRUCTION ZONE TRAFFIC CONTROL CONCEPTS

- 3) The consultant shall identify the locations of any existing water main and/or sanitary sewer on the project.
- 4) The CONSULTANT shall evaluate vertical elevations and design the depth of proposed fiber optic facilities so as not to be in conflict with the existing utility if watermain and/or sanitary sewers are present within the project limits.
- 5) P/PMS TASK 3530 - CONDUCT FOUNDATION STRUCTURE INVESTIGATION
- 6) P/PMS TASK 3540 - DEVELOP CONSTRUCTION ZONE TRAFFIC CONTROL PLAN
- 7) P/PMS TASK 3580 - DEVELOP PRELIMINARY PLANS
- 8) P/PMS TASK 3590 - REVIEW PRELIMINARY PLANS (THE PLAN REVIEW)
- 9) P/PMS TASK 3830 - COMPLETE THE CONSTRUCTION ZONE TRAFFIC CONTROL PLAN
- 10) P/PMS TASK 3840 - DEVELOP FINAL PLANS AND SPECIFICATIONS
- 11) P/PMS TASK 3870 - HOLD OMISSIONS/ERRORS CHECK (OEC) MEETING
- 12) P/PMS TASK 5010 - CONSTRUCTION PHASE ENGINEERING AND ASSISTANCE.
 - a) The Consultant may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued. The Consultant shall not be compensated for performing work due to errors or omissions

MDOT RESPONSIBILITIES:

- 1) Schedule and/or conduct the following:
 - a) Project related meetings.
 - b) The Plan Review
 - c) Utility Meetings.
- 2) Final item cost estimates, as necessary.
- 3) Assist with packaging of plans and proposal for letting.
 - a) Let final project.
 - b) Furnish Special Details and pertinent reference materials.
- 4) Furnish prints of an example of a similar project and old plans of the area, if available.
- 5) Coordinate any necessary utility relocation.

DELIVERABLES:

FORMAT

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Engineer Manager. All CADD/GEOPAK files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual. It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are posted to the bulletin board system. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

Proposal documents shall be submitted in their native format with standard naming conventions as well as combined into one Adobe PDF file in the sequence specified by MDOT. To provide text search capabilities the combined proposal shall be created by converting native electronic

files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capturing a legally signed document or a hard copy version of a document is all that exists.

Plan files shall be submitted in their native dgn format with standard naming conventions as well as plotted into a combined Adobe PDF file. Plan sheets shall be plotted to Adobe PDF with full text search and level on/off capabilities in half size (11" x 17") formats. A half size title sheet shall be plotted stamped and signed then scanned for inclusion with the Adobe PDF set. The original title sheet will be sent to the MDOT Project Engineer Manager.

Stand Alone Proposal Estimator's Worksheet (SAPW) shall be used to generate the txt and csv files necessary for import into the Trns*port bid letting software. The SAPW files shall be transmitted electronically by the method specified by the MDOT Project Engineer Manager.

Plan sheets shall be completed by the Consultant. These may include, but are not limited to the following plan sheets:

- A. The title sheet. MDOT will provide a map of the area on a disk in our workstation format. If the map is not available, MDOT will provide a map that could be used. The Consultant shall be responsible for any revisions to the title sheet and the title sheet and map shall meet MDOT format and layout guidelines.
- B. Note Sheet.
- C. Typical Cross-Sections.
- D. Project specific Special Details.
- E. Detail sheets.
- F. Witness and benchmark sheet(s).
- G. Soil boring log sheet(s).

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the MDOT Project Engineer Manager.

All plans, specifications, and other project related items are subject to review and approval by MDOT.

TRAFFIC CONTROL AND MDOT PERMITS

The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Project Scope of Design Services.

The Consultant shall be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW). This information can be obtained through Tom Katsul, Marshall TSC Permit Technician, at (269) 789-0560, ext 244.

UTILITIES

The Consultant shall be responsible for obtaining from MDOT and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Permits Engineer and/or Project

Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project. The consultant shall provide for the staking of various proposed facilities so as to locate potential utility conflicts and aid in the completion of utility relocation plans for private utility companies.

SCHEDULE:

Achievement of the project milestones will require a concentrated effort by both the consultant and MDOT. Timely communications, receipt of information, and development and approval of deliverables will be critical to the success of the assigned deliverables.

The schedule will be determined on a task by task basis as set forth in each task.

The start date for the consultant services will be immediately upon notice to proceed (NTP). The duration of the services will be at the discretion of MDOT project manager.

The Consultant shall provide at the kick off meeting a detailed schedule of target dates for each step of the design.

PROJECT MANAGEMENT:

This project will require close interaction and good communication between the consultant and MDOT.

If there are any major deviations from the original scope of this assignment, these changes must be documented and jointly approved by the consultant and MDOT.

The selected consultant shall provide all necessary project management services, including monthly progress reports, developing and maintaining a project schedule, and providing invoices in a timely manner.

Consultants should provide a description of their management team for this project and list all key personnel responsible for the deliveries of this RFP.

MEETINGS /STATUS REPORTS:

There will be periodic, regular meetings between MDOT representatives and the selected consultant to review work product, and to communicate progress, issues, ideas, and expectations.

The selected consultant shall provide copies of all project reports, correspondence, meeting announcements, and meeting minutes which shall be delivered by email to the MDOT Manager. The consultant shall provide the minutes of all meetings attended. These shall be distributed by email to the MDOT Project Manager.

MONTHLY PROGRESS REPORT

The Consultant Project Manager shall submit a monthly project progress report to Angie Kremer, Project Manager. The monthly progress report shall include status of the design. The schedule supplied at the kick off meeting shall be updated with completed and future key dates. If the schedule is showing the contract behind schedule the consultant shall provide a detailed method

to insuring the completion date will be met. If communications become problematic, weekly status reports shall be required.

PROJECT DOCUMENTATION:

All documentation and reports shall be delivered in Microsoft Word. All documentation delivered shall be clear, concise, complete, and in compliance with standards required by the MDOT Project Manager.

PAYMENT SCHEDULE:

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

CONSULTANT PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.